

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL  
REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL SERVICES  
FOR SHORELINE AND WATERWAY MANAGEMENT COASTAL ENGINEERING**

**Contract No. NAT12003-SWM\_ENGR**

**Date of Advertisement:                      *August 27, 2012*  
Deadline for Receipt of Proposals:      *September 17, 2012, 4:00 pm***

The State of Delaware, Department of Natural Resources and Environmental Control (DNREC), seeks shoreline and waterway management coastal engineering services and this Request for Proposals (RFP) is issued pursuant to 29 *Del. C.* §§ 6981.

**Project Description**

The selected firm(s) will provide engineering analysis, design, contract preparation and management, and construction supervision for Coastal Construction Projects statewide. The final scope and number of projects has yet to be determined, but projects will generally consist of beach nourishment, shoreline protection and coastal construction projects along the Delaware Bay coastline and coastal and inland waterway navigational channel dredging projects. DNREC reserves the right to amend and/or reissue this RFP, and to award contracts to one or more firms as determined to be in the best interest of the State.

The Engineering Consulting firm should be familiar with relevant laws, codes, approvals, permits, and regulatory requirements of Federal, State, and local agencies. The consultant(s) selected will work under the direction of DNREC.

**Project Goals**

The State of Delaware will be conducting beach nourishment, shoreline protection and coastal construction projects at various locations on the Delaware Bay over the next five (5) years. The work will be conducted by contractual dredging utilizing offshore deposits of sand. Similarly, the State will be conducting navigational channel dredging projects in the Delaware Bay and in inland waterways throughout the State during the same time period. This work will also be conducted by contractual dredging. The anticipated schedule for these projects may vary according to the availability of the dredging contractors selected to do the work. The selected firm(s) will be responsible for engineering analysis, design, contract preparation and management, onsite project monitoring and contract compliance assurance for these types of projects, as selected by DNREC.

The engineering consulting firm(s) should have experience with:

- Design and construction of beach nourishment and shoreline management projects and navigational channel dredging projects.
- Contract preparation and management for coastal construction projects.
- Onsite project monitoring and quality assurance to ensure contractor performance and compliance to contract specifications.
- Hydrology, hydraulics, sediment flow patterns, sediment deposition and erosion characteristics, geotechnical investigation and bathymetric surveying.
- Beneficial re-use of dredged material projects, including beach nourishment, shoreline stabilization, wetlands and island habitat restoration.

### **Preliminary Project List**

The shoreline and waterway management projects that will be performed under this contract will most likely be selected from the following preliminarily project list:

#### Beach Nourishment:

- Pickering Beach, in Kent County
- Kitts Hummock, in Kent County
- Bowers Beach, in Kent County
- South Bowers, in Kent County
- Slaughter Beach, in Sussex County
- Broadkill Beach, in Sussex County
- Primehook Beach, in Sussex County

#### Dune and Shoreline Restoration/Stabilization:

- Delaware Bay Coastline

#### Navigational Channel:

- Murderkill River, near Bowers Beach/South Bowers, in Kent County
- Massey's Ditch, near Indian River Inlet, in Sussex County
- Indian River, near Millsboro, in Sussex County
- Lewes & Rehoboth Canal, near Rehoboth Beach, in Sussex County

The final determination of projects to be included will be made by the State and the selected firm(s), based on cost of the projects and other factors.

### **Submittal & Selection Process**

Interested firms shall submit eight (8) copies of their proposal on or before 4:00 p.m. on ***September 17, 2012***, to Charles Williams, Program Manager, DNREC Division of Watershed Stewardship, 89 Kings Highway, Dover DE 19901. Applicant bears the risk of timely delivery. Any proposals received after the stated time will be returned unopened.

Responses shall include the following information that will be utilized by the selection committee to determine qualifications and rankings:

1. Experience and Reputation
2. Expertise for This Type of Project
3. Capacity to Meet Requirements of the Contract
4. Demonstrated Ability
5. Familiarity With Like Projects
6. Questions of Interest

For specific information regarding selection process evaluation criteria, refer to the "Shoreline and Waterway Management Engineering Services Evaluation Form" at the end of this RFP. The submitted proposals shall be concise, not to exceed 20 pages, 8.5" x 11", printed on one side (10 pages double sided). The minimum font size shall be 10 point. The 20-page limit does not include the cover page. Facsimile or electronic submittals will not be accepted.

Each response shall be ranked by committee based on the evaluation criteria (refer to “Shoreline and Waterway Management Coastal Engineering Services Evaluation Form”). The list of qualified candidates will then be narrowed to the highest-ranking firms based on the scoring results. The top-ranked firms will be interviewed individually, after which a final ranking will be made based on the interview. Selected firms will be given notice of times and dates for scheduled interviews. Negotiations will begin with the firm having the highest final ranking and will proceed until a selection or selections are made. All respondents will receive notice of contract award. The selection of the firms(s) will be made in accordance with 29 Del. C., Chapter 69, State Procurement Professional Services process.

Respondents are reminded that it shall be the responsibility of the Engineering Consulting firm to be current with any professional registration or certification as required by Delaware law. The Professional Engineer for this work must have related experience in shoreline and waterway management engineering and must be registered in the State of Delaware.

### **Contract Agreement Form**

The firm(s) awarded the contract will be required to enter into a Professional Services Contract with DNREC (standard Professional Services Contract available upon request).

### **Scope of Services**

The following services may be required by the engineering design firm:

- Site investigations to assess the condition of various beaches, shorelines and channels
- Preparation of base plans for design based on survey information provided by DNREC and/or others
- Engineering analysis/alternatives
- Preparation of design drawings
- Design Plan development with preliminary construction cost estimates
- Construction documents, technical specifications and final construction cost estimates
- Permits and approvals as required, including the preparation and submittal of applications in accordance with Federal, State, County and local requirements, with assistance provided by DNREC
- Bidding phase, to include attending pre-bid meeting, answering questions, and bid award
- Contract administration and construction supervision to ensure construction is in accordance with design plans
- Preparation of as-built plans and Certificates of Completion

### **Licenses & Insurance**

The firm(s) awarded the contract will be required to submit copies of the following:

- Applicable Professional Licenses (State of Delaware)
- Delaware Certificate of Authorization
- Current Certificate of Insurance
- Current Delaware Business License

**SHORELINE AND WATERWAY MANAGEMENT  
COASTAL ENGINEERING SERVICES EVALUATION FORM**

**PROJECT NAME: DAM ENGINEERING SERVICES**  
**PROJECT NUMBER: NAT12003-SWM\_ENGR**

**FIRM:** \_\_\_\_\_

**RATER:** \_\_\_\_\_

**EVALUATION CRITERIA**

**1. Experience and Reputation** 0-10 points  
History of organization, general background, experience, 0-10 points \_\_\_\_\_  
reputation and years in business

**2. Expertise for This Type of Project** 0-20 points  
Overall technical expertise for providing shoreline and 0-10 points \_\_\_\_\_  
waterway coastal engineering services  
Please include at least three (3) references  
Project organization, staffing and use of subcontractors 0-10 points \_\_\_\_\_

**3. Capacity to Meet Requirements of the Contract** 0-20 points  
Project team employees' specific experience 0-5 points \_\_\_\_\_  
Ability to complete projects on time and within budget 0-5 points \_\_\_\_\_  
Financial stability of firm (net worth) and most recent audited 0-5 points \_\_\_\_\_  
financial statement  
Appropriate professional registration 0-5 points \_\_\_\_\_

**4. Demonstrated Ability** 0-80 points  
  
Design and construction of beach nourishment, shoreline 0-40 points \_\_\_\_\_  
protection, coastal construction and navigational channel  
dredging projects. Contract preparation and management for  
same. Onsite project monitoring and quality assurance to  
ensure contractor performance and compliance to contract  
specifications. Hydrology, hydraulics, sediment flow patterns,  
sediment deposition and erosion characteristics, geotechnical 0-20 points \_\_\_\_\_  
investigation and bathymetric surveying.  
Beneficial re-use of dredged material projects, including beach nourishment, 0-20 points \_\_\_\_\_  
shoreline stabilization, wetland and island habitat restoration.

**5. Familiarity With Like Projects** 0-20 points  
Delaware projects successfully completed 0-10 points \_\_\_\_\_  
Other State projects successfully completed 0-5 points \_\_\_\_\_  
Federal and other projects successfully completed 0-5 points \_\_\_\_\_

**6. Questions of Interest**  
Contractors should address the following questions:  
**a.** Are there any civil judgments and/or criminal history of the proposing \_\_\_\_\_  
contractor's or subcontractor's principals?  
**b.** Has firm ever been debarred or suspended by any governmental agency? \_\_\_\_\_  
**c.** Has firm ever had any revocation or suspension of a license? \_\_\_\_\_  
**d.** Has firm ever been engaged in any bankruptcy filings or proceedings? \_\_\_\_\_  
**e.** Is firm a minority or certified woman-owned business? \_\_\_\_\_  
**f.** Is this firm a veteran-owned business? \_\_\_\_\_

**TOTAL SCORE (MAXIMUM POSSIBLE 150):** \_\_\_\_\_